



Cisco IP Phone Speed Dialing User Guide

Date: 8/11/2010

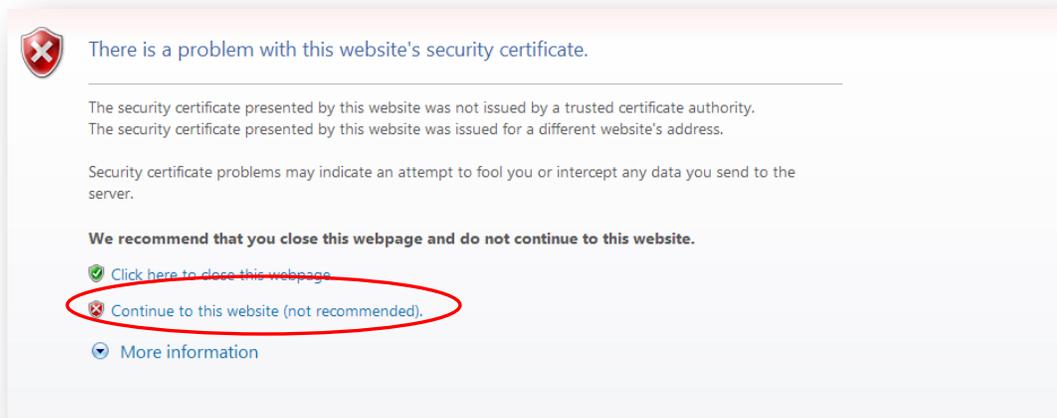
Version: 1.0



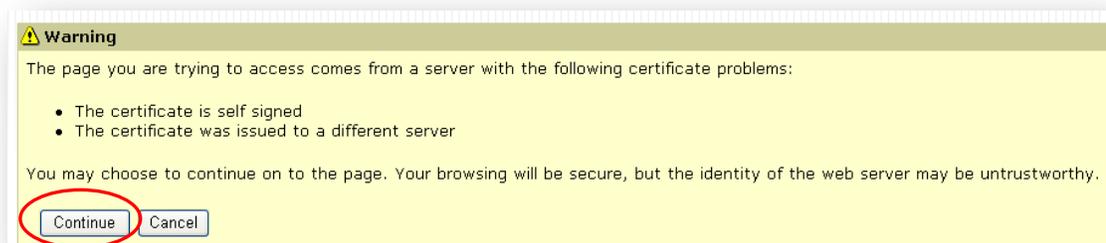
Setting up Speed and Abbreviated Dial Numbers for Cisco IP Phones

Speed and abbreviated dial numbers let you quickly call numbers you frequently use. To set up speed and abbreviated dial numbers for your DC-Net Cisco IP Phone, you must log in to the Cisco Call Manager web-based interface.

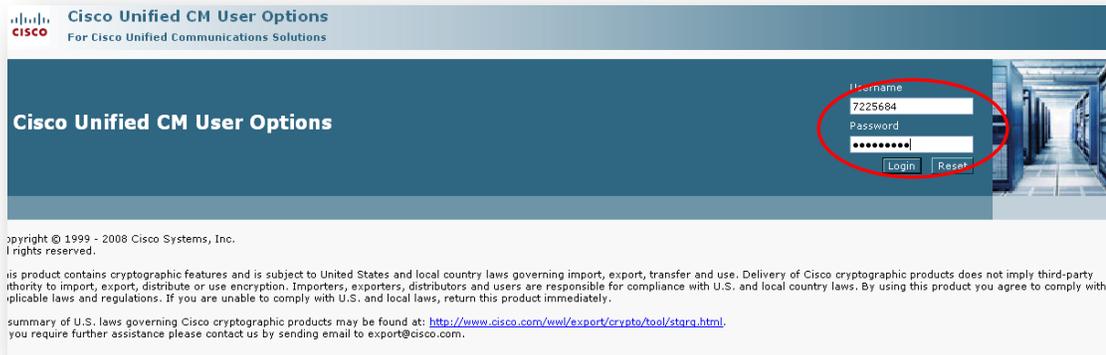
1. From your web browser, go to: <http://Speeddial.in.dc.gov>
2. If you see a page titled "There is a problem with this website's security certificate" click **Continue to this website (not recommended)**.



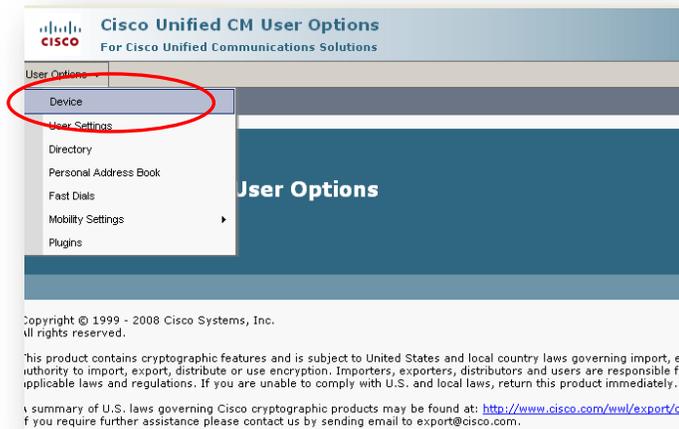
3. Click **Continue** at the Warning.



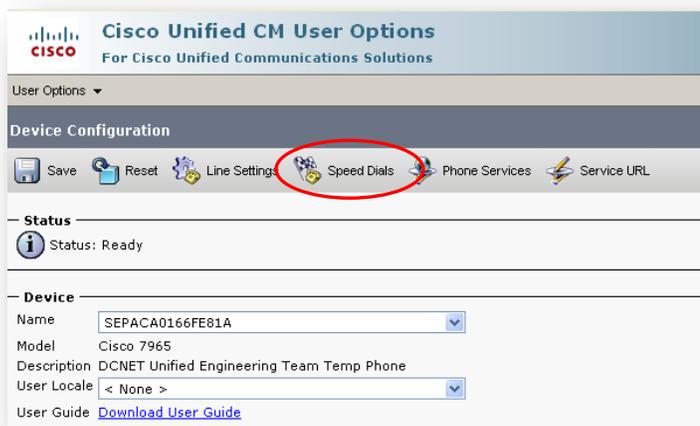
4. On the Cisco Unified CM User Options page, enter your user name and password and click **Login**.



5. From the **User Options** drop down menu, select **Device**.



6. Click **Speed Dials**.



The setup page is displayed.

The screenshot shows the 'Speed Dial and Abbreviated Dial Configuration' page. At the top, there are navigation icons for Save, Reset, Device, Line Settings, Phone Services, and Service URL. Below this is a 'Status' section with an information icon and the text 'Status: Ready'. The main content is divided into two sections: 'Speed Dial Settings' and 'Abbreviated Dial Settings'. Each section has a table with three columns: 'Number', 'Label', and 'ASCII Label'. The 'Speed Dial Settings' table has two rows (1 and 2) with empty input fields. The 'Abbreviated Dial Settings' table has ten rows (3 through 12) with empty input fields.

7. Under Speed Dial Settings or Abbreviated Dial Settings, enter a telephone number.
 - For numbers on DC-Net, enter the seven digit extension.
 - For numbers outside DC-Net, enter 9, the number's three digit area code, and the seven digit extension (for example 93015551212).
8. Enter a descriptive label. Note: For Speed Dial numbers only, this label will display on the phone's screen.

The screenshot shows the 'Speed Dial and Abbreviated Dial Configuration' page with populated data. The 'Speed Dial Settings' table has two rows: row 1 with '93015551212', 'OFF-NET Number', and 'OFF-NET Number'; row 2 with '7153733', 'ON-NET Number', and 'ON-NET Number'. The 'Abbreviated Dial Settings' table has two rows: row 3 with '97035551234', 'OFF-NET Number', and 'OFF-NET Number'; row 4 with '7153801', 'ON-NET Number', and 'ON-NET Number'. Rows 5 through 11 are empty.

9. Click **Save**. The phone is re-registered and you can see the updates on the phone's screen.

Calling a Speed Dial or Abbreviated Dial Number

For Speed Dial numbers:

- To the right of the phone screen, press the button associated with the speed dial number and label you set up.

For Abbreviated Dial numbers:

1. On the keypad, enter the one or two digit abbreviated dial number you assigned to the contact.
2. Press the **AbbrDial** button at the lower part of the screen.

